STAARS Vendor Self Service (VSS)
Vendor Supporting Documentation Requirements

Introduction

This document describes the supporting documentation requirements for STAARS Vendor Self Service (VSS) vendor accounts. The State of Alabama has implemented these requirements for the security and protection of all vendors that do business with the State.

This document is intended for all vendors that provide goods and services to State of Alabama agencies, and state agency personnel.

The Steps for Vendors section outlines the procedures that vendors must follow when registering, activating, or updating a vendor account. Use the Quick Links if you want to navigate to a section quickly.

Quick Links

Steps for Vendors

Refer to the table below for more information about what to do when you are registering a new vendor account, activating a vendor account, or making changes to a current account.

If you are…	You will be required to submit…	Please follow these steps to complete the process…
Registering for a new vendor account with STAARS VSS	**A signed copy of the W-9** **AND** **<u>One</u> of the following**: · Letter on your company letterhead showing Legal Name, 1099 TIN, and Legal (1099) Address **OR** · Documentation that confirms your Legal Name, 1099 TIN, and Legal (1099) Address such as an IRS Form 147c **Note**: If you added EFT information to your vendor account, you will need to submit an additional verification document. See Adding or Changing EFT information (next page) for details.	1. Navigate to the STAARS VSS website. (https://procurement.staars.alabama.gov) 2. Familiarize yourself with the activation/registration process using the online help (available from the **How to Use VSS** or **Help** links). For more information and documentation, click the "Training and Reference Guides" topic. 3. Click the **Register** button at the left side of the page to begin the registration process. 4. During the process, make a note of your new Vendor Code (displayed on the Account Information | Summary tab). 5. After you have completed registration, download the completed W-9 form using the link provided at the end of the registration process. (You can also download the W-9 using the link displayed at the right of the Account Information | Business Info tab.) 6. Print the W-9 form, sign it, and scan it to an electronic PDF file. 7. Scan <u>one</u> of the additional required documents to an electronic PDF file. (See the options in the column to the left.) 8. Create an email to send to the State Comptroller's Office with the following information. This information will reduce potential delays. **To** vendors@comptroller.alabama.gov **Subject** <u>New vendor account – [add your Vendor Code]</u> **Attach** all required documentation (see the column to the left) 9. Confirm that you provided your Vendor Code in the Subject line and attached the required files. (You will have at least two attachments.) 10. Send the email.

If you are…	You will be required to submit…	Please follow these steps to complete the process…
Adding OR Changing EFT information on a STAARS VSS vendor account	<u>One</u> **of the following**: · A voided check for the bank account indicated on the EFT enrollment application. The check must have your organization's name printed on it. **OR** · A letter (on letterhead) from your financial institution verifying the bank account ownership. The letter must include the vendor name, account number, and bank routing (ABA) number. **OR** · An account statement for the bank account indicated on the application.	1. Scan <u>one</u> of the required documents to an electronic PDF file. (See the options in the column to the left.) 2. Make a note of your Vendor Code (displayed in STAARS VSS on the Account Information | Summary tab) to use in the next step. 3. Create an email to send to the State Comptroller's Office with the following information. This information will reduce potential delays. **To** vendors@comptroller.alabama.gov **Subject** <u>Change to account information – [add your Vendor Code]</u> **Attach** the required verification document (see column to the left) 4. Confirm that you provided your Vendor Code in the Subject line and attached the required file. 5. Send the email.

If you are…	You will be required to submit…	Please follow these steps to complete the process…
Adding OR Changing information in one or more of the following fields on a STAARS VSS vendor account: · **1099 TIN** · **Legal Name** · **Legal (1099) Address**	**A signed copy of the revised W-9** **AND** **<u>One</u> of the following**: · Letter on your company letterhead showing Legal Name, 1099 TIN, and Legal (1099) Address **OR** · Documentation that confirms your Legal Name, 1099 TIN, and Legal (1099) Address such as an IRS Form 147c	1. Download and print a copy of your revised W-9 using the link displayed in STAARS VSS at the right of the Account Information | Business Info tab. 2. Sign and scan the W-9 to an electronic PDF file. 3. Scan <u>one</u> of the additional required documents to an electronic PDF file. (See the options in the column to the left.) 4. Make a note of your Vendor Code (displayed in STAARS VSS on the Account Information | Summary tab) to use in the next step. 5. Create an email to send to the State Comptroller's Office with the following information. This information will reduce potential delays. **To** vendors@comptroller.alabama.gov **Subject** <u>Change to account information – [add your Vendor Code]</u> **Attach** all required documentation (see the column to the left) 6. Confirm that you provided your Vendor Code in the Subject line and attached the required files. (You will have at least two attachments.) 7. Send the email.

What will happen after you submit your documentation?

The State of Alabama Comptroller's Office will validate your vendor account against the validation documents you supplied to ensure all critical information such as W-9, EFT, Legal Name, 1099 TIN, and Legal (1099) Address are correct.

- If all information is in order, your account will be approved by the State Comptroller's Office.
- If the information is not acceptable (incomplete, illegible, or suspicious), the State Comptroller's Office will either contact you by phone or reply to your email and explain the corrective action(s) that must occur for your account changes to be accepted.

Questions?

If you have additional questions after reading this document or need more information about STAARS Vendor Self Service (VSS), please contact the STAARS Support Services team at staars.support@finance.alabama.gov or (334) 353-9000 (select option #4).

Revision History

Date	Section	Change
02/18/2016	N/A	N/A – initial publication
04/20/2016	N/A	Changed title of document from "Security Procedures for STAARS Vendor Self Service (VSS) Accounts" to "STAARS Vendor Self Service (VSS) Vendor Supporting Documentation Requirements"